

1-9869

26 July 1951

MEMORANDUM FOR: Advisor for Management

SUBJECT : Handling of Cargo Shipments

1. I discussed the subject covered by the attached file with [redacted] and [redacted] on 25 July. [redacted] agreed upon the following procedures:

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a. There will be no transfer of personnel or function from Administrative Services to Procurement.

b. The personnel engaged in handling cargo shipments in the Transportation Division, Administrative Services Office, will be physically located with the control group in the Procurement Office to insure closer coordination and cooperation.

c. At least one individual of the cargo shipping unit will continue to be physically stationed at location where individual travelers are processed for movement. At this location, all information required from such travelers in connection with the shipment of personal automobiles and household goods will be obtained. This will avoid the necessity for individual travelers reporting to more than one location for all travel arrangements.

2. If further difficulties arise after a reasonable trial period, request that a report be made to this Office.

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NO OTHER CLASS. ☐
CLASS. BY ☐
CLASS. BY ☐
Auth: [redacted]
Date: 22/3/79 By: 022

Assistant Deputy Director
Administration

Copies to:
Chief, Adm Serv
Chief of Proc
Spec Asst to DD/A (Mr. Peel)

1 Encl.
Encl 1 - Proc Office folder on "Supply"

JUL 26 1951